Job Title: Training and Communications Specialist  
Job Code: 10605

JOB SUMMARY

The Training and Communication Specialist is responsible for the planning, development and implementation of procedural manuals and training programs.

MAJOR DUTIES

- Plans and arranges staff development activities;
- Develops a procedural manual for internal staff;
- Plans, conducts and/or serves as team member;
- Generates documents to market the program;
- Researches and analyzes program/operation data;
- Generates regular and ad hoc statistical and informational reports;
- Performs duties related to the development, modification and design of web pages to be published on the departmental web site.

COMPETENCIES

- Skill in the operation of computers and job related software programs
- Interpersonal skills
- Oral and written communication skills
- Organizational skills
- Decision making and problem solving skills

MINIMUM QUALIFICATIONS

Associate’s degree *and* Three (3) years of work related experience

Note: Experience may substitute for the degree on a year-for-year basis.

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.